

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	FISC-19-09
		募集締切日： Closing Date	8 Jun 09
		発行日： Date of Issue	19 May 09
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) <h3 style="text-align: center;">Purchasing and Contract Assistant</h3> <p style="text-align: center;">(購買、契約補助職) #414</p> <p>受諾可能な下位等級 Acceptable trainee level: 1-4</p> <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
2.部隊 Activity U.S. Fleet and Industrial Supply Center, Yokosuka Far East Contracting Department, Ashore Contracts Division (Code 202) 勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka		5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (<u> </u> カ月 Months)	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days: Monday - Friday 勤務時間・休憩 Work Hours/Recess Period: 0745-1630/1200-1245 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties See attached task list			
7.資格要件／身体条件 Qualification/Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level. b. Knowledge of Federal Acquisition Regulation (FAR), Defense FAR Supplement (DFARS), Navy and Marine Corps Acquisition Supplement (NMCARS), and Naval Supply Systems Command (NAVSUP) regulations, and FISC Yokosuka instructions. c. Skills in operating personal computer applications, such as Microsoft Word Excel, and Access. d. Ability to negotiate prices and terms of proposed purchase actions. e. Ability to examine, process and control purchase requests in accordance with the applicable regulations and instructions. f. Ability to speak read and write English at a fluent proficiency level (LAD-3) * The selectee of this position must be able to complete all training courses including also those conducted in U.S. as required by the Defense Acquisition Workforce Improvement Act (DAWIA) for levels I and II. *An applicant who does not fully meet the qualification requirements stated above may be considered as a trainee at lower grade level as below: 1-4: a. One year of clerical, technical, or administrative work experience in any field. If the applicant does not have such work experience, completion of 4-years college/university in any field may qualify him/her at the 1-4 level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required : See blocks 7&8 7/8 欄参照	

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience * の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 英語の能力を証明するもの(写し) Anything to certify English Proficiency (Copy). <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	

9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 1800.):

（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員のみの場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area or Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.

1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22
米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka
内線/Extension 243-8152 JN Employment Division (N132)

2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA
管理第一係 Management Section
電話番号 Phone 046-828-6959
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: FISC Code 323

軍電 (DSN) 243-6489/9823

PD No.: FISC-202Y-009

PD is accurate and current.

Certified by Activity: ha

HRO: (5/12)mm5/14 ms 5/14

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません Submitted applications will not be returned.

I. Introduction

The incumbent in this position is tasked with employing the Simplified Acquisition Procedures (SAP) as well as the Contracting by Negotiation method, described in the Federal Acquisition Regulation (FAR), Department of Defense FAR Supplement (DFARS), Navy and Marine Corps Acquisition Supplement (NMCARS), and NAVSUP Instructions, to acquire a wide range of supplies and services from local and domestic commercial vendors and manufacturers in support of various U.S. Navy and other agencies' customers.

II. Major Duties and Responsibilities

- A. Conducts market research and assists customers in satisfying purchase requirements by providing advice with respect to the adequacy and propriety of purchase requests, product (commercial item) availability, local item substitutes, technical specifications, suggested sources, and unique commercial practice.
 - B. Examines/processes/controls purchase requests and prepares competitive/sole source solicitations (e.g., Request for Quotations [RFQ] and Request for Proposals [RFP]) in accordance with the applicable regulations and instructions.
 - C. Obtains, analyzes, and evaluates both oral and written quotations/proposals in accordance with the applicable regulations and instructions.
 - D. Negotiates/discusses prices and other terms of proposed purchase actions with responsible offer and records the results prior to the execution of contractual instruments.
 - E. Recommends prospective contractors and prepares award documents using the SAP and the Contracting by Negotiation method (e.g., Purchase Orders, GSA Schedules, Blanket Purchase Agreements, and Fixed Price Contracts) and executes these falling within the assigned contracting authority. Forwards these documents exceeding assigned contracting authority to Contracting Officer for approval/signature.
 - F. Administers orders/contracts executed, including, but are not limited to, processing of administrative reports; monitoring of contractors' progress of performance/deliveries; and providing advice to contractors on contractual requirements/limitations and prepares/issues unilateral/bilateral modifications to these orders/contracts to incorporate changing circumstances.
- Performs other related or incidental duties as assigned.